



# CHAIRMAN OF THE JOINT CHIEFS OF STAFF INSTRUCTION

J-6  
DISTRIBUTION: A,B,C,J,S

CJCSI 6241.01  
15 July 1994

## TRAINING RESPONSIBILITIES FOR THE US MESSAGE TEXT FORMATTING PROGRAM

References: See Enclosure B

1. Purpose. This instruction establishes US Message Text Formatting (USMTF) policy and outlines the responsibilities of the combatant commands, Services, and Defense agencies regarding USMTF training.
2. Cancellation. MJCS-171-88, 26 September 1988, is canceled.
3. Applicability. This instruction applies to all combatant commands, Services, and Defense agencies that fulfill a mission in support of joint or combined operations.
4. Policy
  - a. USMTF is the joint standard for message-based information exchange. The purpose of the USMTF program is to enhance joint and combined effectiveness through standardization of message formats, data elements, and information exchange procedures. USMTF enhances command, control, communications, computers, and intelligence (C4I) interoperability among US joint forces and allies; reduces time and effort required for information exchange; and reduces or eliminates dual reporting by US units operating with allied units or under operational control of allies. Multi-Service and agency USMTF operator training is necessary to ensure that the increased combat capability afforded by USMTF is effectively employed in all joint and combined military operations and exercises.

b. USMTF operator training, as part of the C4I for the Warrior (C4IFTW) concept, will be developed and conducted based on approved USMTF baseline documentation. USMTF baseline documentation will be based on the enclosed referenced publications and other publications hereafter recommended by the Joint Training Committee and approved by the Joint Staff.

c. USMTF operator training will provide for a progression from basic through advanced USMTF knowledge and application. Training will offer basic and advanced information on the overall USMTF program, including history, terminology, and definitions. At a minimum, application skills will include loading message preparation software, message preparation, and message transmission.

d. USMTF operator training will provide for initial program implementation training and local end-user sustainment training in USMTF standards and procedures necessary to attain and maintain proficiency in the accurate preparation of standard messages that are man-readable and machine processable.

e. To the maximum extent possible, USMTF operator training will make use of existing educational institutions, training programs, training syllabuses, equipment, and facilities.

5. Responsibilities. Responsibilities are provided in Enclosure A.

6. Procedures. FORSCOM, in accordance with Enclosure A, will develop, maintain, manage, and coordinate USMTF operator training. The combatant commands, Services, and Defense agencies, in accordance with Enclosure A, will assist FORSCOM in developing this training and ensure their responsibilities are accomplished. The combatant commands, Services, and Defense agencies will designate a single point of contact to coordinate USMTF training within their organizations.

7. Summary of Changes. This revision updates training responsibilities, policy, and procedures to achieve the goals of the USMTF training program and the C4IFTW concept. This revision also changes format from MJCS to CJCSI.

8. Effective Date. This instruction is effective upon receipt.

For the Chairman of the Joint Chiefs of Staff:

\Signature\  
R. C. MACKE  
Vice Admiral, USN  
Director, Joint Staff

Enclosures:  
A--Responsibilities  
B--References

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RECORD OF CHANGES

Change Number	Date of Change	Date Entered	Name of Person Entering Change

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ENCLOSURE A  
RESPONSIBILITIES

1. The Director for Command, Control, Communications, and Computer Systems (J-6), Joint Staff, is vested with overall management responsibility for the USMTF effort and will establish objectives for evaluation of those aspects of tactical C4I systems compatibility and interoperability related to joint and combined training.
2. The Director, Defense Information Systems Agency (DISA), will support USMTF training as requested by FORSCOM through DISA's Joint Interoperability and Engineering Organization (JIEO). The Director, JIEO, has assigned the Center for Standards to assist combatant commands, Services, and Defense agencies in the identification of joint standards that will be used as baseline documentation and source documents to conduct training for DOD Service and agency system operators. JIEO will provide the products of the USMTF program configuration management process to FORSCOM and other organizations conducting USMTF training. JIEO will assist FORSCOM and combatant commands, Services, and Defense agencies in the identification and use of standards necessary to conduct USMTF training.
3. USCINACOM will:
  - a. Maintain USMTF billet with duty at FORSCOM.
  - b. Delegate lead operational authority (LOA) for USMTF training matters to FORSCOM.
4. Commander, FORSCOM, as the USACOM component with LOA for USMTF training, will:
  - a. Develop and maintain USMTF plans of instruction and course materials in collaboration with the combatant commands, Services, and Defense agencies to establish and support local training programs.
  - b. Maintain a training cadre for a USMTF mobile training team (MTT) to provide on-site training for personnel to serve as instructors (train-the-trainer). The objective is to establish a sustainment training base at each location.

c. Maintain a classroom training facility at the MTT home station to support local end-user training and external requests for instructor training, as necessary.

d. Convene and provide chairmanship for the USMTF Joint Training Committee (JTC) to provide a forum for addressing, coordinating, sharing, and making requests for, or recommendations on, USMTF training methods and materials.

(1) Develop, maintain, and administer, in collaboration with the JTC membership, the terms of reference for the JTC. Coordinate with the combatant commands, Services, Defense agencies, and JIEO for their representation or support in JTC activities as required.

(2) Prepare and forward JTC recommendations to the J-6; the Services; Defense agencies; and JIEO, for review, action, or joint approval as appropriate.

e. Develop and maintain a central USMTF training library for cataloging and sharing training materials and assisting participants in avoiding duplication of effort whenever feasible.

f. Provide and maintain a USMTF Operational Training Handbook that catalogs and describes participant USMTF and allied training programs and materials, as well as points of contact.

g. Develop USMTF training materials for allied or friendly nations, when directed.

h. Act as the executive agent of the Director, J-6, for USMTF operator training support matters and provide a focal point for monitoring the status of US and associated allied or combined training programs and materials.

i. Provide a semiannual report (1 January and 1 July) through USCINACOM and Director, JIEO, to the Director, J-6, on the status of actions regarding USMTF training. The report will include a section on lessons learned and appropriate recommendations.

j. When requested and approved by the responsible foreign assistance authority, provide or assist the Director, JIEO, in providing USMTF training programs for allied and friendly nations, in collaboration with the respective combatant commands, the Services, and J-6.

5. Combatant commands, Services, and Defense agencies will:
  - a. Include USMTF training in all joint training programs and exercises. Training will be conducted using the joint standard for USMTF message generation. Program participants will use feedback from training programs and exercise analysis as input to LOA for improving the training program.
  - b. Provide necessary programming, budgeting, and management actions to train personnel to employ the USMTF standards.
  - c. Coordinate development of training objectives, plans of instruction, and training materials with FORSCOM to ensure programs and materials represent the current USMTF baseline and to avoid duplication of effort. Participants will provide FORSCOM:
    - (1) A description of their training programs and offices of primary responsibility.
    - (2) Copies of their training plans, programs, schedules, and materials, when requested.
  - d. Provide representation to the USMTF JTC as necessary to address interests in joint training matters.
6. The USMTF JTC will:
  - a. Address, coordinate, share, and make request for, or recommendations on, training programs, activities, and materials for the USMTF training program.
  - b. Provide recommendations to the Joint Staff for subsequent actions related to USMTF training.

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ENCLOSURE B

REFERENCES

- a. DOD Directive 4630.5, 12 November 1992, "Compatibility and Interoperability of Tactical Command, Control, Communications and Intelligence Systems"
- b. SM-916-89, November 1989, "Responsibilities of the USMTF Program"
- c. Joint Pub 3-56.24, 1 October 1991, "Tactical Command and Control Planning Guidance and Procedures for Joint Operations, Joint Interface Operational Procedures-Message Text Formats"
- d. Joint Pub 6-04, 1 October 1992, "US Message Text Formatting"
- e. JIEO Pub JIEOH 9000, Revision 5.0, October 1992, "Joint User Handbook for Message Text Formats (JUH-MTF)"
- f. JTC3A Circular 9000, May 1986, "Tactical C3I Configuration Management"

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